

**COUNTY OF LOS ANGELES – DEPARTMENT OF MENTAL HEALTH
ADULT SYSTEMS OF CARE
SERVICE AREA VII**

**DEPARTMENTAL TRANSFER OPPORTUNITY
HEALTH PROGRAM ANALYST II**

Service Area VII Administration is seeking a highly motivated and well organized individual to fill the full-time position of Health Program Analyst II.

ESSENTIAL JOB DUTIES:

- Assist with the oversight of contracted providers in the service area to ensure compliance with County, State and Federal regulations including the review of contracts and contract amendment for accuracy as well as analyze, monitor, and evaluate negotiation packages, financial summaries, program descriptions, and sub-program schedules.
- Prepare documents (i.e. SRF's and PFARs) to facilitate contract amendment process, including shift of funds to facilitate maximum utilization of contracts.
- Assist in data collection from contract providers and directly operated clinics in order to compile verbal and written reports and recommendation to the District chief.
- Assist in the preparation and submission of fiscal budgets.
- Assist in the preparation of Board Letters.
- Attend all relevant budget and contract providers meetings.
- Serve as a liaison between directly operated clinics and administration, in regards to troubleshooting problems or responding to facilities emergencies.
- Function as part of the Service Area administrative team and complete special assignments as required or needed.

DESIRABLE QUALIFICATIONS:

- Experience with contract and negotiation package review.
- Experience in data collection and analysis.
- Excellent organizational and interpersonal skills.
- Excellent oral and written communications skills.
- Excellent analytical skills.
- Ability to work with others on a team.
- Ability to prioritize and multi-task.

Individuals currently holding the title of Health Program Analyst II are encouraged to submit a detailed resume, last two performance evaluations, master time records for the last 12 months and a letter of interest no later than April 17th, 2015 to:

**Ana M. Suarez, L.C.S.W, District Chief
County of Los Angeles-Department of Mental Health
Adult Systems of Care-Service Area VII
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